



**WORKING  
WITH US  
APPLICATION  
PACK**

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# WELCOME FROM GUY HOLLOWAY, CEO



Thank you for your interest in working with us. This is a special and unique charity with a distinctive vision, talented staff and a huge number of passionate volunteers. Our beneficiaries are at the heart of what we do and we are proud that we help so many young people and seafarers to seize a better future.

This is an exciting time for Marine Society & Sea Cadets (MSSC). We have a clear vision and strategy driving us forward. We're ambitious in our plans to maximise our impact and we will continue to evolve as a charity to make sure we achieve our goals.

Our values play a key part in determining our ways of working. We want employees who are passionate about what we do and recognise the significant impact we can have on our cadets and seafarers lives. We want employees who are driven to succeed and who want to work in line with our values to change lives.

I hope after reading through this application you'll see what an incredible charity MSSC is and you will be inspired to apply.

We look forward to receiving your application and hopefully welcoming you into our charity in the future.

Kind regards

**Guy Holloway, CEO**

# WHAT WE DO AND OUR IMPACT

We help to launch resilient young people who can cope with the world as it is today, and we support people who work at sea to take advantage of professional opportunities.

With a history stretching back to 1756, MSSC was formed in 2004 by the merger of Sea Cadets and Marine Society charities. Both helped young people to achieve more and make a life for themselves, often in very difficult times.

**SEA CADETS** is a national youth charity providing a unique mix of non-formal education and exciting challenges to help launch young people for life – whatever their backgrounds. Thanks to the dedication and expertise of 9,000 volunteers, we help 14,000 cadets to fulfil their potential in 400 units across the UK. We're committed to growing our offer so that every young person can be positively impacted by Sea Cadets and gain the skills and confidence they need to thrive into adulthood and beyond.

Our **Vision** for Sea Cadets is:  
“Every young person launched for life.”

We seek to achieve this Vision through our **Mission**:  
“Inspiring young people to achieve their potential through challenge and nautical adventure guided by the customs and traditions of today’s Royal Navy.”

**MARINE SOCIETY** offers a range of apprenticeships and courses that build vital experience and deliver a range of practical and transferrable skills – all backed by our bursaries, mentoring schemes and library services. Thanks to the learning opportunities we facilitate, the seafarers we work with are able to adapt and thrive in a rapidly changing world – whether they chose to progress at sea or return to shore.

Our **Vision** for Marine Society is:  
“Every current and future seafarer and maritime professional skilled for life.”

We seek to achieve this Vision through our **Mission**:  
“Enabling current and future seafarers and maritime professionals to realise their potential through learning and career development.”



# OUR VALUES

We are driven by what we do and the impact we have. We are proud of our work, approaching it with positivity, energy and enthusiasm as we lay the foundations for more inspiring futures.

Our shared values and ways of working are summarised below and guide us as we work together to achieve our goals for those we support and to create a truly inclusive culture. Our work on Equity, Diversity and Inclusion (EDI) forms a critical element of our Future Ready Strategy and is entwined in all we do. We expect all our cadets, volunteers, employees and trustees to behave in line with our EDI policy and our values.



**We put our beneficiaries first and pull together to achieve our shared goals.**



**We are inclusive, considerate and professional.**



**We are committed to the charity's goals and to work creatively to find solutions.**



**We are open, honest and treat everyone fairly.**



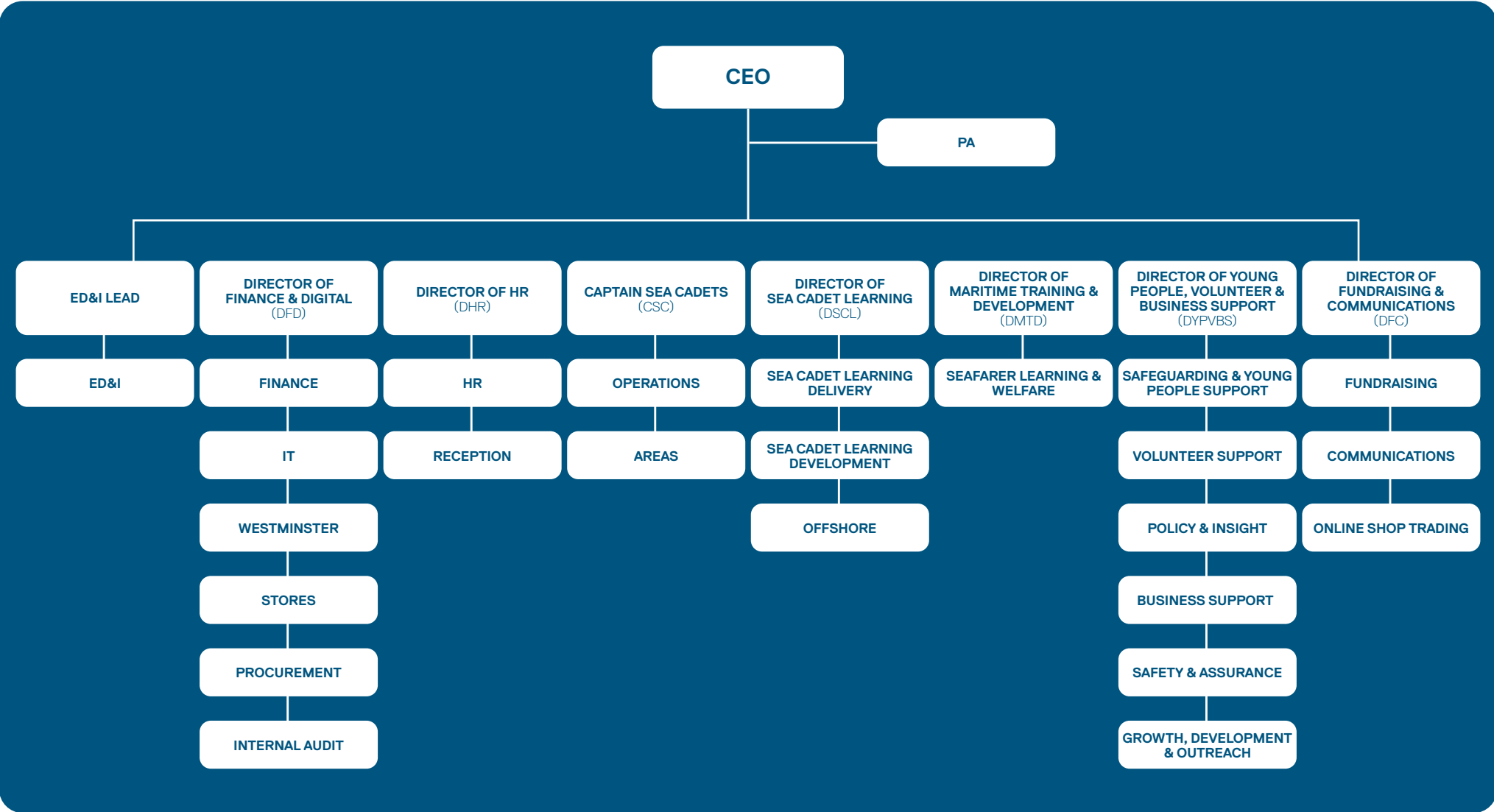
**We are focussed and structured in our work to achieve the best possible outcomes.**



**We do what we know is right and support others to do the same.**

# OUR ORGANISATIONAL STRUCTURE

We employ around 190 full time equivalent employees geographically spread across the UK. Our national office is located at 200b Lambeth Road in London where around 75 employees work including our Chief Executive and the Senior Management Team. The Senior Management Team is our Chief Executive and seven directors including the Captain of the Sea Cadet Corps.



# Job description

**Job Title:** Safeguarding Manager  
**Line Manager:** Head of Safeguarding & Young People Support  
**Location:** MSSC, London, SE1 7JY

## CONTEXT

The Marine Society & Sea Cadets (MSSC) is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea Cadets to give them the best possible head start in life. We also provide personal and professional development opportunities and apprenticeships for seafarers with the Marine Society. Working with our staff, cadets and volunteers, we have built a vision and strategy to take us forward and further improve the astounding contribution already made through our work to the lives of thousands of young people and seafarers, while fully supporting our volunteers who are vital to our success.

## OUR VISION:

To be the leading maritime charity for youth development and lifelong learning.

## FOR THE MARINE SOCIETY IN PARTICULAR

To give the best possible lifelong learning opportunities to seafarers tailored to their individual needs.

## FOR SEA CADETS IN PARTICULAR

To give young people the best possible head start in life through nautical adventure and fun.

## OUR VALUES

Respect, Loyalty, Self-Discipline, Commitment, Courage, Honesty & Integrity

## ROLE DETAIL

MSSC is committed to ensuring that the safeguarding of our cadets, volunteers and employees is paramount and underpins everything that we do.

The Safeguarding Manager will work across MSSC with staff and volunteers to oversee the effective management of all safeguarding referrals and cases; will promote a robust and proactive safeguarding culture; will line manage a team of Safeguarding Officers; and will manage external functional relationships with:

- Local Authority Designated Officers
- Other voluntary sector agencies
- Statutory and law enforcement agencies

The role is based at MSSC National Support Centre (NSC) and will require some travel to other MSSC and Sea Cadet Corps (SCC) facilities, sometimes at short notice, and occasional work at evenings and weekends in order to fulfil its responsibilities.

Due to the nature of the work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the post holder will be required to undergo an enhanced criminal records check.

# Job description

## PURPOSE OF THE ROLE

To lead the team of Safeguarding Officers to provide professional advice and support on safeguarding matters to staff and volunteers, as well as liaising and meeting with external bodies, and occasionally delivering training.

## KEY RESPONSIBILITIES

The following is a list of the key responsibilities of the Safeguarding Manager but it is not exhaustive.

### Operational delivery

- A. To have oversight of all safeguarding cases within the Sea Cadet Corps.
- B. To have oversight of the initial assessment of all concerns about the welfare of children engaged in SCC activities and safeguarding allegations against those involved in the Sea Cadet Corps (SCC)
- C. To allocate and manage caseloads amongst the team of Safeguarding Officers.
- D. To lead the team to ensure effective management and investigation of cases and closure of cases in a timely and effective manner. This includes the provision of effective advice and support to volunteers and employees on all aspects of safeguarding.
- E. To ensure that allegations of abuse are appropriately referred to the statutory authorities and to manage the MSSC's compliance with its statutory obligations for referral under the Safeguarding Vulnerable Groups Act 2006 (and devolved equivalents) and regulatory enquiries and returns to the Charity Commission (regarding safeguarding matters)
- F. To lead the functional reporting of safeguarding concerns to Head of Safeguarding & Young People Support and providing regular progress updates.
- G. To ensure effective escalation of cases where necessary.
- H. To manage safeguarding complaints and appeals
- I. To work with the Head of Safeguarding & Young People Support to drive continuous improvement regarding safeguarding processes and communications.
- J. Ensure the team maintain accurate records utilising existing internal databases and procedures to ensure that all safeguarding activity and casework is appropriately recorded and information is collated and available for audit purposes
- K. Conducting the safeguarding investigation for employees in liaison with the HR team and involvement with the disciplinary process where appropriate.
- L. Contribute to the Eclipse case management system's development – evolving the system to meet the changing demands of our work and desired reporting.

### Line management of team

- A. To provide professional management of the safeguarding staff team, creating a culture of excellence and close and collaborative working with other relevant staff and volunteers which actively promotes MSSC's values
- B. To conduct regular supervisions and team meetings
- C. Manage the teams out of hours rota to cover for safeguarding queries

### Service development

- A. To support all areas of service development and ongoing improvements.

Any other duties as reasonably required by the Head of Safeguarding and Young People Support.

# Job description

## **OTHER DUTIES**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that level.

All employees are expected to take responsibility and comply with the MSSC's policies, procedures and training requirements, particularly in relation to safeguarding, health and safety, data protection and equality, diversity and inclusion. All employees must be familiar with and comply with all aspects MSSC policies.

## **OUR COMMITMENT**

We recognise our responsibilities to safeguard and protect the young people and vulnerable adults with whom we work. We do all we can to promote their health, safety and wellbeing, and we ask our staff to share this commitment and work in line with our values and ethos of inclusivity. We adhere to safer recruitment practices and therefore employment is subject to detailed pre-employment checks for successful candidates, including references and DBS checks and attendance at relevant safeguarding training.

# Person specification

## Safeguarding Manager

Essential	Desirable
<b>Experience/work-based knowledge and qualifications</b>	
A relevant professional qualification for example: Youth Work, Education, Early Years or demonstrable equivalent work experience.	Training qualification
Detailed understanding of Early Help and legislation affecting safeguarding, regulatory requirements and best practice in relation to youth participation and inclusion.	Experience of working with volunteers
Knowledge and understanding of current issues and trends in safeguarding, child protection and work with children and young people.	Media experience
Computer literate in MS Office including word, power point, excel and CRM systems.	Experience of contributing to and developing case management systems.
Management experience including responsibility for managing safeguarding, child protection, review or risk assessment and complaints and being the key decision maker.	
Experience of managing a team with an understanding of the impact and issues involved in safeguarding and child protection.	
Experience in developing and implementing safeguarding procedures	
Experience of advising on a range of safeguarding issues	
Experience of conducting sensitive interviews/investigations	
<b>Core Competencies</b>	
Excellent interpersonal skills with the ability to interact effectively with young people and variety of adult stakeholders	
Able to manage competing priorities and take effective action to deal with these	
Able to drive and influence change whilst maintaining an efficient and motivated workforce	
Excellent written communication skills including the ability to write formal reports and respond to complaints	
Able to analyse and deal with complex or difficult situations, with skill and discretion	

# Person specification

<b>Personal Characteristics</b>
Resilience, emotional strength and ability to remain calm under pressure
Commitment to the safeguarding and welfare of children and adults at risk
An understanding of equity, diversity and inclusion and its impact policy, procedure and practice.
Attention to detail and accuracy
<b>Other</b>
Enhanced DBS (or equivalent) check
Satisfactory safer recruitment screening
Ability and willingness to travel across the region and to work evenings and weekends as required and on-call a rota basis.

# Employment details

<b>Location:</b>	Office based with a flexible working policy. Position is based at MSSC National Support Centre London.
<b>Salary:</b>	£49,000 gross per annum depending on experience
<b>Contract:</b>	Full time, Permanent
<b>Hours of Work:</b>	Core working hours will be 35 hours per week between 9:00am and 5:00pm Monday to Friday with one hour for lunch, unpaid. Any other such occasional hours as the role demands. Including out of hours duty line cover on a rota basis.
<b>Probationary Period:</b>	Three months
<b>Notice:</b>	Two months
<b>Notice During Probationary Period:</b>	Two weeks
<b>Annual Leave:</b>	25 working days pro rata of paid holiday per annum, plus public and bank holidays observed in England and Wales, increasing to 29 days after two years' service.
<b>Training:</b>	We value our employees and are committed to providing relevant training opportunities where possible.
<b>Flexible Working:</b>	We offer flexible working, with an option to flex start and leaving times and offer a hybrid working approach whereby employees can choose to work remotely for up to 3 days a week if they wish. The Safeguarding team office days are Wednesday and Thursday.

# BENEFITS

We really value our employees and the contribution they make to the charity, therefore we offer a wide range of benefits to support and recognise our employees.

## PENSION SCHEME

All eligible employees are able to join our generous salary sacrifice pension scheme with Aviva. This plan allows employees to contribute a minimum of 3% of their salary. If employees contribute at this rate, MSSC will contribute 5%. However, if employees increase their contribution to 5%, MSSC will contribute 10%.

## LIFE ASSURANCE

All employees enrolled in the Pension Scheme will automatically be enrolled in MSSC's Life Insurance scheme, which pays out a lump sum of four times employee's salary if required.

## EMPLOYEE ASSISTANCE PROGRAMME

We provide a programme offered by Health Assured to help support employee's personal wellbeing. This offers a free confidential telephone counselling service, which is available 24 hours per day, 365 days a year.

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## SEASON TICKET LOANS

All permanent employees outside of probation or those on a contract of at least one year can apply for an interest free loan for an annual season ticket. This is deducted from the employee's monthly payroll spread across the year.

## MARINE SOCIETY DIGITAL LIBRARY

We are thrilled to provide our employees with free access to a diverse collection of resources available through our Marine Society Digital Library. This includes online access to ebooks and emagazines and audiobooks. Dive into a wealth of literature at your fingertips!

## PRIVATE MEDICAL INSURANCE

All employees outside of their probationary period are eligible to join MSSC's Health Insurance scheme with AXA PPP (formerly Simply Health). This is a taxable benefit, but it is free to employees. Employees can also add members of your family (spouse, partner, and children) to the scheme at a competitive rate.

## EYE CARE

For employees who regularly use a computer monitor or any other form of Display Screen Equipment, we give contributions towards eye tests and glasses.

## CYCLE TO WORK

Cycling can help us keep fit, spend more time outdoors and help support with our mental health, which is why we are so pleased to add this to our list of benefits, and to support you with your wellbeing journey. All permanent employees outside of probation or those on a contract of at least one year can apply for an interest free loan.

